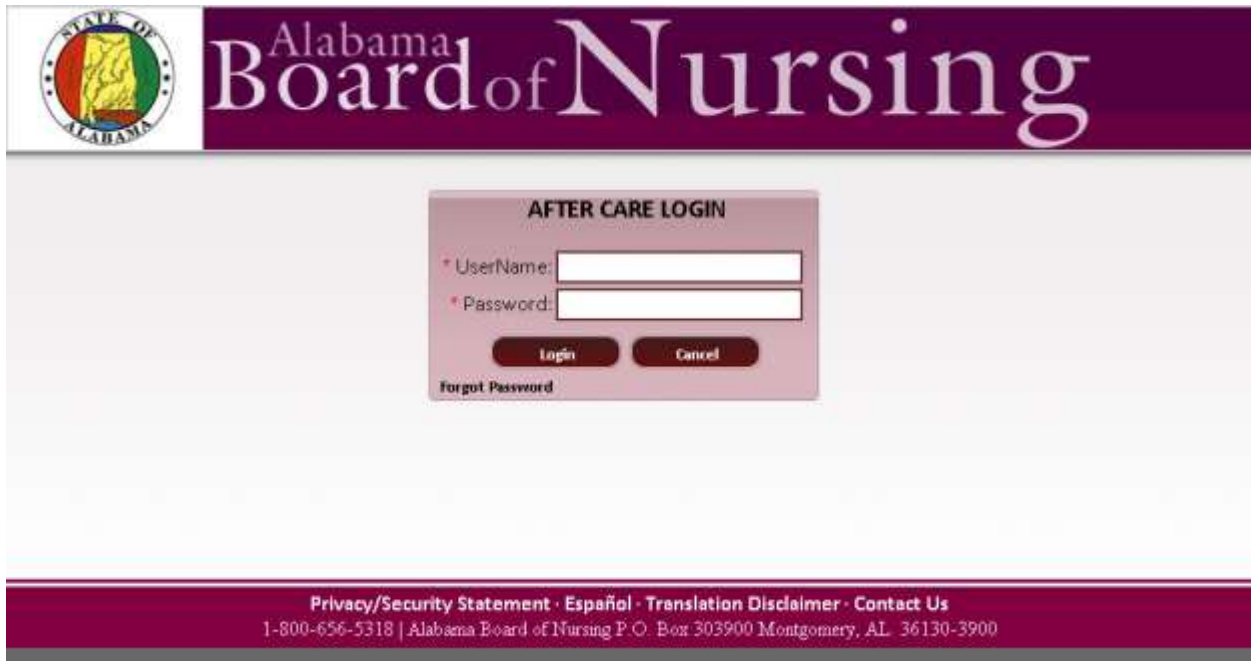


1. **To Login:** Go to https://www.abn.alabama.gov/abnonline/lms3_aftercare_login.aspx . In the login page shown below, type in the email address you had provided the Alabama Board of Nursing and your password. Click the “Login” button to enter into the reporting site or click “Cancel” to clear your input.
 - a. **Note:** Your initial password is abc_123
 - b. You will be able to change your password, with a maximum length of 12 characters after login using the “Change Password” link.



The screenshot shows the Alabama Board of Nursing website header with the state seal and the text "Alabama Board of Nursing". Below the header is a login form titled "AFTER CARE LOGIN". The form contains two input fields: "UserName:" and "Password:", both marked with an asterisk. Below the fields are two buttons: "Login" and "Cancel". At the bottom left of the form is a link that says "Forgot Password". At the bottom of the page is a footer with the text: "Privacy/Security Statement · Español · Translation Disclaimer · Contact Us" and "1-800-656-5318 | Alabama Board of Nursing P.O. Box 303900 Montgomery, AL 36130-3900".

2. **Forgotten Password:** Click the “Forgot Password” link in the login page enter your email address in the screen that comes up. The system will email you with instructions.



The screenshot shows a form titled "FORGOT PASSWORD". It contains one input field labeled "UserName:" with an asterisk. Below the field are two buttons: "Send" and "Back".

- 3. Facilitator Details and Nurses' List:** Upon successful login, the application displays the current information the Alabama Board of Nursing has for the aftercare facilitator. These details can be edited as and when the user wishes to.

The system automatically displays the quarter and the year that the report is being submitted for, as shown below.

After-Care Report for April to June 2013

Facilitator Details

Change Password

Facilitator Name: John Smith

Title: Director

Phone: (123) 456-7890

Email: JohnSmith@email.com


Nurses list

License #	Name	Submitted ?	Select	Print
1-999995	DOE SMITH	N		
1-999996	JOE SMITH	N		

The “Nurses List” section displays the License # and Name of the nurses that the facilitator should report on. It also indicates whether the report for the quarter has been submitted for each nurse, as indicated in the “Submitted?” column in the grid.




4. To select a nurse:



Click on the  next to the nurse's name. The system refreshes the bottom part of the screen as shown below. The nurse's name is displayed under each section as a confirmation for the counselor.

Example "Attendance for Doe Smith".

Nurses list

License #	Name	Submitted ?	Select	Print
1-999995	DOE SMITH	N		
1-999996	JOE SMITH	N		
1-999997	JOHN DOE	N		

Attendance For DOE SMITH

Please Indicate The licensed Nurse's Attendance During This Reporting Period:

Number of Meetings Scheduled:	<input type="text"/>
Number of Meetings Attended:	<input type="text"/>
Number of Excused Absences:	<input type="text"/>
Number of Unexcused Absences:	<input type="text"/>


Do You have any concerns about the nurse's attendance Pattern? ☐ Yes ☐ No

Progress For DOE SMITH

Please Indicate The Licensed Nurse's progress During This Reporting Period:

	SATISFACTORY	UNSATISFACTORY	NEEDIMPROVEMENT
Participation in group	<input type="radio"/> Satisfactory	<input type="radio"/> Unsatisfactory	<input type="radio"/> Needs Improvement
Problem-solving skills(insight,lifestyle changes)	<input type="radio"/> Satisfactory	<input type="radio"/> Unsatisfactory	<input type="radio"/> Needs Improvement
Attitude towards recovery (acceptance of addiction, monitoring requirements, motivation)	<input type="radio"/> Satisfactory	<input type="radio"/> Unsatisfactory	<input type="radio"/> Needs Improvement
Follows recommendations (accepts feedback, follows treatment plan, levels of anger, frustration)	<input type="radio"/> Satisfactory	<input type="radio"/> Unsatisfactory	<input type="radio"/> Needs Improvement

5. To Submit A Report For A Nurse:

- a. Enter the meetings scheduled/attended/missed
- b. If you have a concern about the attendance pattern, the system provides an area to type in your details.
- c. Indicate the progress using one of the three options: Satisfactory/ Unsatisfactory/ Needs Improvement. For any selection that is not “Satisfactory”, there will be a provision to enter your explanations.
- d. Select the appropriate options for 12-step participation.
- e. You may also enter any additional comments at the box provided at the bottom.
- f. Click “Submit” to report on the selected nurse. The system gives a success message.
- g. To repeat the process for another nurse, select the nurse using the  icon and repeat steps 5 a. to 5 f.
- h. Click on the “Print” option in the grid to print the details submitted for a particular nurse.